



**SCREENING/REFERRAL FORM**  
(send with AODAT Turnaround Form)

Client Name \_\_\_\_\_  
Client ID# \_\_\_\_\_  
Case# \_\_\_\_\_  
EES Case Manager \_\_\_\_\_ Date \_\_\_\_\_

**EES INTERVIEW/SCREEN**

Any family with number 1 circled with a "Yes AND any one or more of numbers 2 through 7 circled with a "Yes" is eligible for Solutions. (The only exception is if the family is currently receiving DCF social services (Family Services, Family Preservation, Foster Care, or Adoption)).

- 1. Positive alcohol and drug screen? (indication of substance abuse problems required) **Yes**  
AND
- 2. Prior report for child abuse/neglect? **Yes**
- 3. Three or more children in home? **Yes**
- 4. Youngest child in home age 3 or younger? **Yes**
- 5. Primary caregiver under 30? **Yes**
- 6. Current Mental Health issues? **Yes**
- 7. Domestic Violence/Sexual Assault Issues? **Yes**

**Eligible for Solutions? No Yes** (route to RADAC case manager with attachments)  
**Participant willing to enter Solutions? No Yes** (If participant is eligible but resistive, forward to RADAC with participant's specific concerns noted in comments section)

ATTACHMENTS: Please note screening/assessment score and attach results where indicated:

- 1. CASAS Score R \_\_\_\_\_ M \_\_\_\_\_
- 2. SASSI results (attached)
- 3. LD Yes No (Attach ALDS)
- 4. LD diagnostic confirms? Yes No
- 5. EES Assessment Questionnaire (attach)
- 6. AOD Turnaround Form

Comments:

**RADAC INTERVIEW/REVIEW** RADAC Case Manager \_\_\_\_\_ Date \_\_\_\_\_

**Clinical assessment indicates need for treatment? No** (return to EES Case Manager) **Yes**  
**Participant willing to enter Solutions? No** (return to EES) **Yes** (route to Solutions Case Manager)

Comments:

**SOLUTIONS Review** SOLUTIONS Case Manager \_\_\_\_\_ Date \_\_\_\_\_

**Participant is a good candidate for Solutions? Yes** (schedule Multi-Disciplinary Team Meeting)  
**No** (return to EES & RADAC Case Managers)

Comments:

**MULTI-DISCIPLINARY MEETING Results**

**Participant Accepted? Yes No** (Comments on reverse) Date \_\_\_\_\_

## **SOLUTIONS SCREENING AND REFERRAL INSTRUCTIONS**

### ***EES Screening and Referral Process***

1. Current AOD screening and referral processes as outlined in KEESM will be utilized to refer potential candidates to Solutions Intensive Case Management services through the use of the turnaround form or local facsimile. In addition to current AOD screening and referral processes, EES staff will also screen TANF recipients for referral into SOLUTIONS case management services where available. Screening for Solutions will be provided to individuals who have a positive indication that substance abuse treatment may be needed. This will be determined through SASSI score or validation of the criteria listed in 3310.4 (1). Both the AOD turnaround form (or Area facsimile) and the Solutions referral will be sent to RADAC.
2. Once substance abuse issues have been suspected/determined to exist by EES staff, an affirmative answer to any one of the following questions will secure initial Solutions eligibility for the participant:
  - Prior report for child abuse/neglect?
  - Youngest child in home age 3 or younger?
  - Current mental health issues?
  - Three or more children in home?
  - Primary caregiver under 30?
  - Domestic Violence/Sexual Assault Issues?

The only exception is if the family is currently receiving DCF social services (Family Services, Family Preservation, Foster Care, or Adoption) (However, if the case manager believes the family may be better served through Solutions case management services, Prevention and Protection Services staff should be invited to the multi-disciplinary case plan meeting to discuss service provision. Ideally, families should only be enrolled in one intensive case management process).

3. In addition to meeting the eligibility requirements, potential participants should also be willing to participate in Solutions case management services. If an eligible participant is resistive, case managers should continue to forward the referral for further assessment and work on issues of denial. Ultimately, case load entry is voluntary but participation is subject to the mandatory work program requirements and non-compliance can result in loss of TANF benefits.
4. In addition to the turnaround and Solutions referral form, EES staff should attach the completed SASSI and copies of the completed EES assessment questionnaire and the ALDS battery. EES staff should also note the CASAS score and LD diagnostic results on the form. (CASAS and LD information can be sent at a later date if those screenings have not been completed. A copy of the basic assessment (E-6 or local facsimile should be sent with all referrals.) Relevant information about the participant should be included in the comments section.
5. All of the above will be forwarded to the RADAC who will provide clinical interpretation of the SASSI, treatment placement, and further screening for Solutions. The recipient must be placed in the Alcohol and Other Drug Assessment and Treatment activity at the time of the referral. Length of participation in this component is based upon the need as established in the treatment plan.

### ***RADAC Screening and Referral***

6. Following SASSI interpretation and further assessment, RADAC will interview the participant and review the EES referral packet to determine continued eligibility for Solutions. If the participant is not an appropriate candidate, RADAC will return the Solutions referral to EES with reasons for rejection in the comments section. Those participants who continue to be eligible will be referred to the RADAC or RPC Solutions case manager.

### ***SOLUTIONS Screening and Referral***

7. The Solutions case manager will review the collected information from RADAC and EES and decide if the participant would be a good candidate for inclusion in the Solutions case load. The Solutions Case Manager will set up the multi-disciplinary case staffing for potential Solutions participants and invite the appropriate staff.

### ***Multi-disciplinary Case Staffing***

The Solutions, RADAC and EES case managers will collectively make a final decision during case staffing meetings regarding which referrals should receive Solutions case management services.